

JOB DESCRIPTION
MURFREESBORO PARKS AND RECREATION DEPARTMENT
PART-TIME RECREATION LEADER

1. JOB TITLE: PART-TIME RECREATION LEADER

- 2 DEFINITION:** The employee is responsible for monitoring, supervising, and interacting with participants of community centers as well as other departmental activities. The part-time Recreation Leader is under the direction of the Program Coordinator or Assistant Program Coordinator. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having possible occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, random, post-accident, promotion and transfer, return to duty and follow-up drug and alcohol testing.

3. EQUIPMENT/JOB LOCATION:

- a. The employee operates telephones, kitchen appliances such as a stove, dishwasher, and microwave, and hand tools such as knives, scissors, etc. The employee operates various equipment such as ladders, ball storage rollers, ball pumps, volleyball nets, art and crafts tools, mops and brooms.
- b. The employee works mainly indoors at community centers and outside on center grounds. Some activities may require work in inclement weather. The employee will be exposed to loud noises and arts and crafts materials such as paints and glues.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Supervises/monitors the people participating in activities at various community centers as assigned by the supervisor.
- b. Opens and closes community centers at assigned times.
- c. Enforces the rules and regulations of the center for the safety and welfare of the staff and participants.
- d. Participates in assigned activities scheduled for the public.
- e. Accurately maintains participation/attendance numbers, and other records as requested.
- f. Keeps the supervisor informed of any problems arising with participants, activities, and the assigned facility.
- g. Acts in a professional manner at all times with the public.
- h. Acts as a role model for the youth of the community.
- i. Complies with departmental rules, including rules on attire.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Assists and/or rotates with other programs and activities within the department at various sites throughout the city.
- b. Assists in keeping the facility, equipment, and supplies neat, orderly and clean.
- c. Answers the telephone and takes messages.

- d. Attends staff meetings as required.
- e. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be 18 years of age or older.
- b. Graduation from an accredited high school or its equivalent.
- c. Educational background and experience in recreation or like field is preferred.
- d. Must have legal authorization to work in the United States.
- e. Must pass pre-employment drug/alcohol screen.
- f. Ability to work flexible hours with some weekend and holiday work required.
- g. Ability to monitor assigned areas and meet, deal with and supervise the public (all ages).
- h. Ability to remain calm under stress and in emergencies.
- i. Ability to express ideas and directions clearly, concisely, and convincingly.
- j. Ability to follow oral and written instructions.
- k. Must have sufficient physical strength and agility to repeatedly lift, move and carry equipment and objects weighing up to 40 lbs.
- l. Ability to report to work as scheduled and notify the appropriate individuals in advance if unable to work.
- m. Ability to work with minimal daily supervision.
- n. Ability to establish and maintain an effective working relationship with the public and other employees.
- o. Ability to perform the duties of the job for an entire workday.

Safety Sensitive
Non-Exempt
8/20/97